

# UNIT RESTART GUIDEBOOK



As of September 6, 2020



BOY SCOUTS OF AMERICA  
ORANGE COUNTY COUNCIL



714-546-4990



ocbsa.org



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## Unit Restart Plan Checklist

### STEP 1 ☐

Make a unit plan.

### STEP 2 ☐

Communicate with your unit.

### STEP 3 ☐

Have fun and safe meetings.

### STEP 4 ☐

Review And Adjust.





# State and Local Guidelines

When planning to engage in any sort of activity, it is important to ensure that you are following all State and local guidelines. In the event these guidelines conflict, the stricter regulation is the one that needs to be followed.

As part of the local guidelines that units need to consider, units must contact their Charter Organization to learn what requirements they have in place. Even if a unit is not planning to meet at their Charter Organization, they must follow their guidelines as well.

As of August 31, 2020, the California State Guidelines state:

1. Indoor meetings/activities are not authorized at this time.
2. Maintain 6 feet of distance between all participants.
3. Masks must be worn at all outdoor activities where 6 feet of distance cannot be maintained.
4. Meetings/activities are limited to small groups (cohorts/pods) of 2 adults and up to 14 youth. Larger groups can meet if cohorts are kept together and not mixed with other cohorts.
5. Health check is needed at every gathering.

The State of California and the Orange County Public Health Agency are constantly updating their guidelines. As changes are announced, the Orange County Council will highlight these changes in our bi-weekly COVID Update eblast and in this guide with changes marked with a ♦. <https://www.ocbsa.org/news/coronavirus/>

## Compliance

The Boy Scouts of America holds units, districts and councils to greater standards. As a highly recognized brand, it is important to note that individuals within the community, or even within our own families, may or may not agree with our standards.

Units Leaders will need to respect others opinions but at the same time keep to the established guidelines as they are provided. Just like the advancement program, we cannot add or delete from these rules based on people's interpretations, difference of opinion, or defiance to the rules. Parents must feel comfortable expressing their issues and concerns and have confidence the unit will address situations out of compliance. Who should parents contact in your unit?

The Boy Scouts of America has provided accommodations to address advancement, outdoor programs etc. during these challenging times. We ask that every unit, and all adult leaders, follow these guidelines to deliver exciting and safe programs for their youth.



# Establishing a Unit Plan

## Possible Meeting Structures

Some of our normal Scouting meeting places may not be open to us this year. Units need to verify that they will have a place to meet, and if necessary, be prepared to find a temporary location.

**Currently, California does not allow indoor meetings.**

It is important to get Scouts meeting as soon as possible. Scouting can accommodate just about any program desired by youth and parents during this time. Start in small groups and work to larger groups as State restrictions change.

Think small! Small groups like dens and patrols can meet at this time.

Cub Scout dens can also use the multi-age den resources at [www.ocbsa.org/resourcehub](http://www.ocbsa.org/resourcehub) to get dens engaged quickly.

If your unit is searching for an alternate meeting location, consider what kind of meeting you're looking to have. Dens and patrols (if smaller than 14 youth and 2 leaders) can meet in backyards, parks, church grounds, parking lots, etc. Larger meetings (packs, troops, crews) might need to meet online to accommodate their larger numbers.

Scouting loves the outdoors! With proper preparation many scouting meetings can happen outside, even in inclement weather. A simple dining fly and a propane lantern and heater can provide an adventurous meeting location.

Your unit can also use the many online resources available to help Scouts connect virtually.

Visit [ocbsa.org/resourcehub](http://ocbsa.org/resourcehub) for a collection of online tips, tools and activities. Additional BSA national resources such as den meeting videos are also available at [scouting.org](http://scouting.org).

Many schools and other organizations may require users to submit a COVID-19 safety plan for their group or activity. The template at the end of this guide will provide a good starting point.



## Adult Leader Support

Your Unit Commissioner and District Executive are ready to provide assistance to restarter your unit. Other units may assist as mentors if needed.



# Establishing a Unit Plan

Small Groups

## 1. Virtual Den, Patrol, Pack, Troop and Crew Meetings

- Use a virtual platform to host meetings.
- Use council and national resources including den meeting videos.

## 2. Den and Patrol Meetings

*(Note: Pack and Full Troop meetings may not be necessary at this time.)*

- Groups are currently limited to max 2 adults and up to 14 youth.
- Meet outdoors in parks, backyards, church parking lots, anywhere that can accommodate a small group.
- Groups can meet at same time and day.
- You may want to use a hybrid program by adding a virtual option for those uncomfortable participating in-person.
- Rotate activities with a different team leader for each small group. An example for Den/Patrol programs:

### Option A

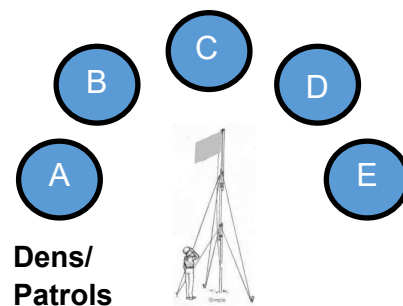
Neighborhood Park - First Aid  
Leader backyard - Knot Tying  
Church grounds - Pioneering  
Patrols rotate programs each week.

### Option B

Location 1 - Skill development all month  
Location 2 - Skill development all month  
Location 3 - Skill development all month  
Scouts choose location based on skill needed. Small groups are not Patrol based.

## 3. Modified Pack, Troop, and Crew Meetings

- Multiple small groups at the same location.
- Meet outdoors at parks, church parking lots, anywhere that can accommodate larger groups.
- Conduct small group activities with no mixing.



## 4. Regular Pack, Troop, and Crew Meetings

- When State and local guidelines allow, groups can get back to regular Scout activities and meetings.

Large Groups



# Establishing a Unit Plan

## Pre-Meeting/Event Screening Plan

All participants should complete the screening checklist before participating in an activity.

Before each event units should ensure these steps are followed:

1. All potential participants should receive the screening checklist at least 48 hours before the event.
2. All potential participants should be reminded to bring their completed screening checklist 12 hours prior to the event.
3. Units should print and bring extra copies of the screening checklist to the event.
4. Units must collect a screening checklist from every individual present or confirm the screening checklist has been completed by each individual present. (See page 13)

## Communication Plan

Units should establish a communication plan to ensure all parents and leaders are aware of procedures before in person activities restart, are reminded of procedures before each activity, and are aware of ways they can participate in person and through alternative means.

A unit communication plan should address the following topics:

1. How communication will be sent to parents and leaders. (email, Scoutbook, Facebook group, unit website, etc.)
2. When communications will be sent? (ex. 48 hours before, every Tuesday, etc.)
3. Who will send communication about a suspected or confirmed case of COVID-19.
4. Who should parents contact if they have a suspected or confirmed case of COVID-19 in their household?
5. How alternative ways of participating will be communicated to families.

## Transportation

For unit meetings and outings, carpooling is not authorized at this time. Only members of the same household may ride together.

When State and local guidelines allow, individuals sharing a vehicle, must wear masks at all times and passengers should sit as far apart as possible. Surfaces should also be sanitized both before and after the trip.



# Establishing a Unit Plan

## Dining

If your unit will be serving food, it is very important to take steps to limit the risks of spreading the disease.

- Clean and disinfect common surfaces between groups.
- Keep people 6 feet apart.
- Stagger mealtimes to minimize the number of people dining inside at one time.
- Assign seats for the duration of meals.
- Avoid buffet style, salad bars, self-service, table, counter food service, and other configurations that require diners to use shared utensils.
- Prioritize use of “grab & go” services (i.e., boxed meals), in which meals are packaged or assembled on a tray for diners to retrieve or plate meals individually.
- Discontinue the use of beverage dispensers (e.g., fountain drink dispensers, common milk pitcher, etc.). Arrange bottles of beverage choices along a table or counter for diners to retrieve.
- Discontinue the use of shared condiments. Offer condiment packets along with the meal.
- Post signs reminding diners of the guidelines such as washing hands, maintaining social distance, using assigned seats, etc.
- Designate one “Patrol Chef” to cook to minimize shared equipment.
- You may want to keep food handling to each individual household where appropriate.

Remember the following points for serving any food:

1. Plan meals that limit shared utensils.
2. Keep people socially distanced throughout the meal outside of family units.
3. Disinfect and sanitize regularly.
4. Remind and reinforce guidelines.

## Hygiene Stations

Units need to develop a Hygiene station to be used at every event.

Depending on the type of event this could be a location for hand sanitizer, a designated hand washing sink, or a “camp sink” like the one found here: <https://www.instructables.com/id/Camp-Sink-Temporary-Hand-Washing-Station/>.

Before each activity, units need to ensure these steps are followed:

1. Determine if hand sanitizer or hand washing is ideal for this activity.
2. If hand washing is preferred, determine if the activity location has suitable facilities.
3. If suitable hand washing facilities are not available, determine how to construct/provide a substitute.
4. Establish a plan to clearly mark and notify families of hygiene station locations.



# Establishing a Unit Plan

## Tenting

Camping is a major part of Scouting! **Currently, tent sharing is not allowed.** Scouts may tent individually or with a member of their household. Individual tents, hammocks and bivvys must be distanced six feet apart. Youth Protection guidelines must also be followed at all times.

Units should consider the following for each activity:

1. Verify camping facilities/capacity.
2. Verify participant count.
3. Verify the unit & facility have the capacity for all participants to tent while socially distanced. If this is not possible, then you cannot go camping

## Program Safety

Every activity should be evaluated for safety during the COVID-19 pandemic. Not all activities that have been safe in Scouting will be safe during the pandemic. It is also important to remember that safe does not mean risk free. Factors to consider when picking an activity include: ability for all participants to stay six feet apart, a lack of necessity to share equipment, and ease of sanitizing equipment that must be shared between each use.

Every activity should be evaluated for the following (any 'no' answers indicate a change of plans will be needed):

- |  |     |    |
|--|-----|----|
| 1. Can all participants stay 6 feet apart?                               | Yes | No |
| 2. Will each participant have their own equipment to use?                | Yes | No |
| 3. Can shared equipment be sanitized?                                    | Yes | No |
| 4. Can food be shared by individual households only?                     | Yes | No |
| 5. Is frequent hand washing or sanitizing possible during this activity? | Yes | No |



## Choosing Activities That Fit Your Unit's COVID Plan

Now that your unit has completed its COVID-19 plan and secured a place to meet, it's time to plan your in-person activities. Start brainstorming fun activities or rethink ways to offer meetings and activities that were cancelled due to COVID-19. Remember to evaluate your ideas against the protocols and considerations of your unit's plan

Use the flow chart below to help guide your decision making.

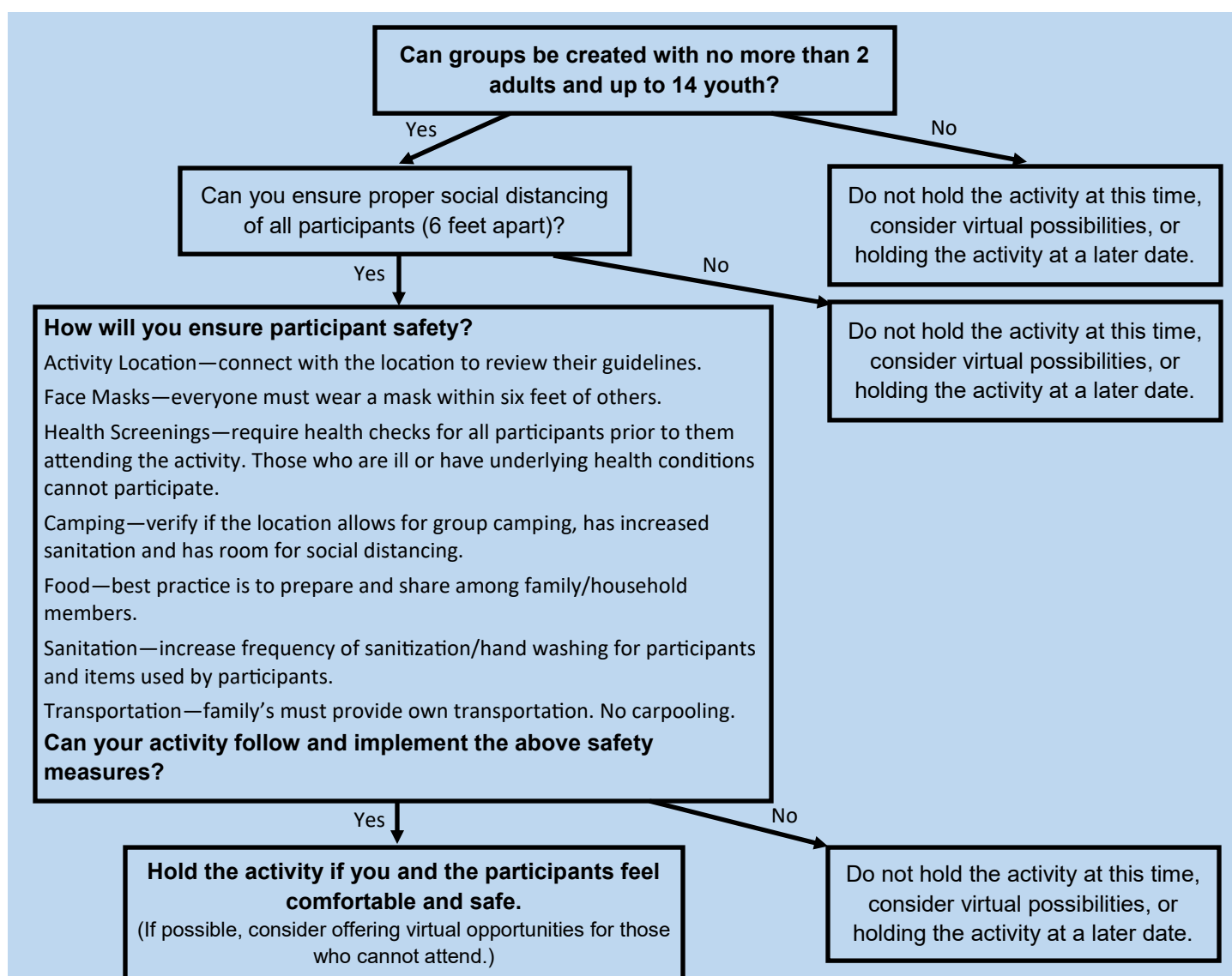
Units should answer these questions about each activity:

1. Is this meeting/activity compatible with your unit's COVID plan? Yes No

2. What extra precautions need to be taken? \_\_\_\_\_

3. Can this meeting/activity be offered using a hybrid method? Yes No

### Can my unit hold our meeting, activity or outing?



# All About Face Coverings

Following state guidelines, all people must wear a face mask (covering) when social distancing is difficult, either indoors or outdoors. Masks are not necessary if the group of people all live together in the same household.

All participants must comply with State guidelines requiring use of masks indoors and when social distancing is not possible outdoors unless a participant has a medical exemption.

## All About Face Coverings



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### Wear them Often

1. Outside when you cannot have physical distance of six feet.
2. Inside a room or building with others who are not family.

### While Wearing Mask:

1. Cover your mouth and nose. Make sure there are no gaps between your face and the mask.
2. Avoid touching the mask. If you do, clean your hands with alcohol-based hand sanitizer or soap and water.
3. Replace the mask with a new one as soon as it is damp. Do not reuse a single-use mask.



### Remember Clean Hands

Wash or sanitize your hands frequently and especially:

- After using the restroom
- After you touch your face covering
- Before you eat or prepare food
- After you handle shared equipment

# Identifying High Risk Individuals

Information indicates that older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. Those at high risk for severe illness from COVID-19 are people aged 65 years and older and people who live in a nursing home or long-term care facility. Those at high risk include people of all ages with underlying medical conditions, particularly if not well controlled, including:

- 65+ years old
- Obesity (BMI of 30 or higher)
- Smoker
- Breathing issues (moderate to severe asthma, cystic fibrosis, or lung disease)
- Circulation issues (high blood pressure, coronary artery disease, stroke, cardiomyopathies, heart abnormalities)
- Diabetes, type 1 or 2
- Uncommon conditions (sickle cell diseases, severe blood disorder, or HIV infection)
- Immunosuppression (chemotherapy or transplantation)
- Chronic kidney or liver disease
- Children who are medically complex

People in high risk categories should not participate in in-person activities, unless cleared with a physician's consent. These individuals are encouraged to participate online.





# Participant Health Screening Checklist

For use at meetings, events, and outings

All participants, visitors, vendors, staff etc. (youth and adult) must use this checklist to screen for communicable diseases before departure on the day of the event.

PLEASE READ EACH QUESTION CAREFULLY		CIRCLE THE ANSWER THAT APPLIES TO YOU	
Have you experienced any of the following symptoms in the past 48 hours? <ul style="list-style-type: none"> <li>• Fever or chills</li> <li>• Cough</li> <li>• Shortness of breath or difficulty breathing</li> <li>• Fatigue, muscle or body aches</li> <li>• Sore throat, congestion or runny nose</li> <li>• New loss of taste or smell</li> <li>• Headache</li> <li>• Nausea or vomiting</li> <li>• Diarrhea</li> </ul>		YES	NO
Within the last 14 days, have you been in close physical contact (6 feet or closer for at least 15 minutes) with a person who is known to have laboratory-confirmed COVID-19 or with anyone who has any symptoms consistent with COVID-19?		YES	NO
Are you isolating or quarantining because you may have been exposed to a person with COVID-19 or are worried that you may be sick with COVID-19?		YES	NO
Are you currently waiting on the results of a COVID-19 test?		YES	NO
Did you answer NO to ALL QUESTIONS?	Access to this meeting, event and outing is <b>APPROVED</b> . Thank you for helping us protect you and others during this time.		
Did you answer YES to ANY QUESTION?	Access to this meeting, event and outing is <b>NOT APPROVED</b> . Thank you for helping us protect you and others during this time.		

If you are in a high risk category as defined by CDC guidelines, we ask that you stay home or participate virtually unless you have approval from your health care provider to attend.

# Communicate with your Families

Once you have decided to hold in person meetings, it is essential to communicate clearly with your families. In Step 2, a communication plan was created. Now is the time to let families know exactly what that plan is. In this ever changing environment, it is important that families know all of the details of your unit restart plan to help them feel comfortable with the safety of the program and to help them have the answers before they ask questions. Send photos during events to build confidence that the plan is working and being followed.

When communicating with families, it is important to include all of these elements:

- ☐ The complete unit plan.
- ☐ The unit's program calendar.
- ☐ The plan for alternative participation for anyone who is uncomfortable or unable to participate in person.
- ☐ The specifics of the unit sanitization plan.
- ☐ The health screening questionnaire.
- ☐ The communication plan if an activity needs to be changed or rescheduled.
- ☐ The communication plan if a suspected or confirmed COVID-19 case arises.
- ☐ Remind families that **safe does not mean risk free**.
- ☐ Remind families that high-risk individuals should take extra precautions or participate virtually.
- ☐ Who families can call if they have concerns or issues with the safety of the activity.



## Meeting Implementation

### Follow Unit COVID-19 Plans & Reinforce Guidelines

At the beginning make sure that everyone is aware of the unit's COVID plan and remind them of relevant considerations for that meeting. The plan only works if it is enforced, so it is everyone's responsibility to monitor and reinforce the guidelines throughout the meeting.

### Monitoring For COVID-19 During And After Meetings

People with COVID-19 may show no signs or symptoms of illness, but they can spread the virus. Some people may be contagious before their symptoms occur. The fact is that someone with COVID-19 may pass the required health screenings and be allowed into program activities.

Take the following steps to help catch possible cases and prevent the spread of COVID-19:

1. Monitor participants for changing health conditions and symptoms of COVID-19 during all meetings.
2. Remind participants that they should avoid high risk individuals during the next 14 days.
3. Remind participants to monitor for symptoms and notify a leader if they are diagnosed within 14 days.



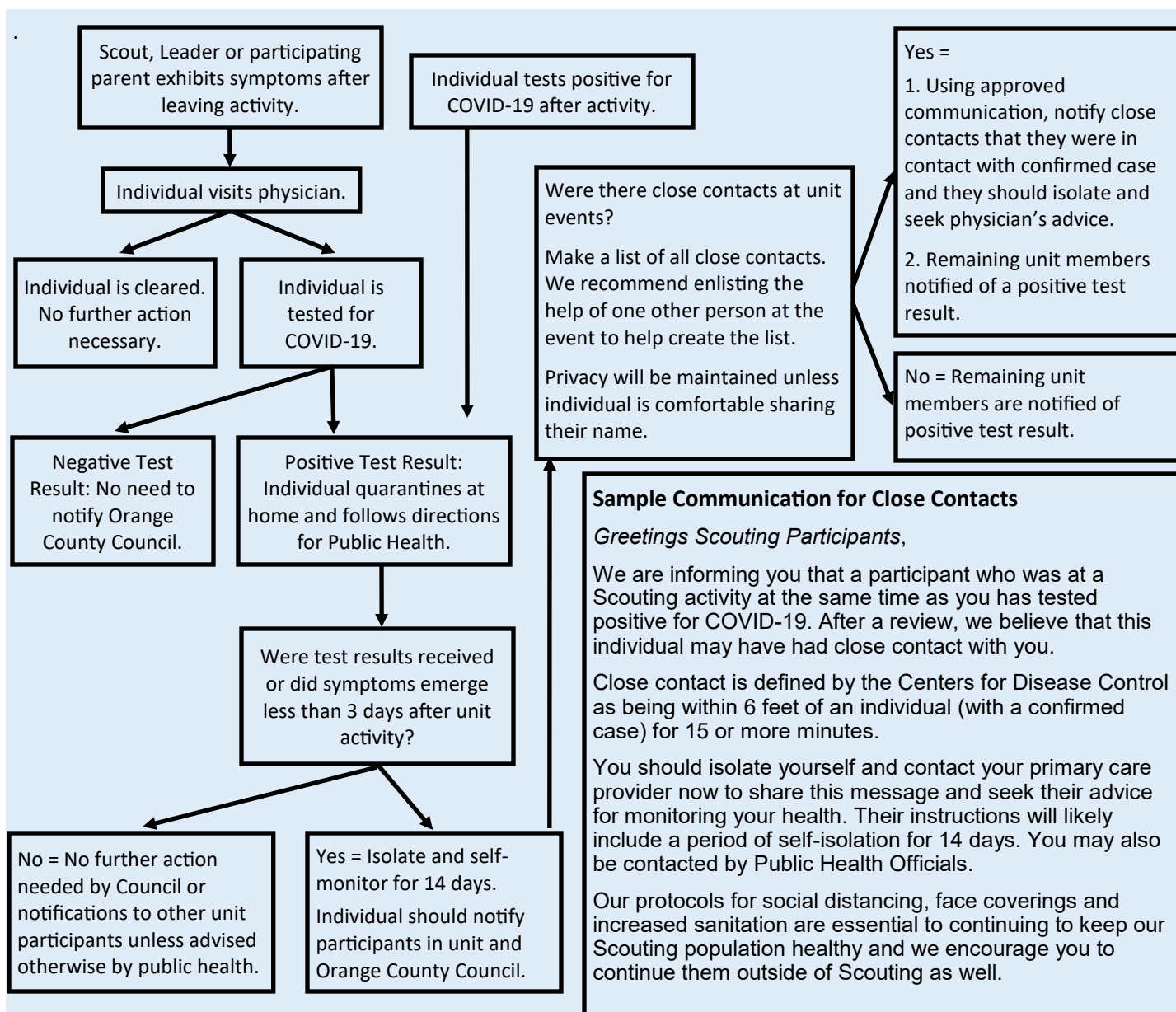
# Review and Adjust

After your unit has held an activity and put its' COVID-19 plan to the test, it is important to review and adjust the plan as necessary to keep everyone safe. State, local, and Council guidelines will continue to change as well. Please review all Council COVID-19 updates as they are distributed.

After each meeting, ask the following questions:

- |  |     |    |
|--|-----|----|
| 1. Did everyone understand the plan/guidelines?          | Yes | No |
| 2. Did everyone follow the plan/guidelines?              | Yes | No |
| 3. Were the plan/guidelines effective?                   | Yes | No |
| 4. Have state, local, and/or Council guidelines changed? | Yes | No |

## WHAT TO DO IF SOMEONE HAS SYMPTOMS



# Unit COVID-19 Plan

Unit Type: \_\_\_\_\_ Unit # \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Meeting Location: \_\_\_\_\_

**Scouting units must follow all state and local guidelines regarding social distancing and mask wearing.**

- Our unit will enforce social distancing guidelines by using den/patrol small groups (cohorts).
- Our unit will organize and maintain pods for participants.
- Our unit will ensure no-contact between participants.
- Our unit will ensure that equipment is not shared between participants.
- Our unit will promote participant hygiene throughout the meeting.
- Our unit will clean and disinfect equipment both during and after each activity.
- Our unit will communicate to families that only registered participants will be allowed to participate.
- Our unit will enforce that only registered participants will be allowed at the meeting by...
  - Monitoring and controlling admission to the meeting.
- Our unit will enforce health checks and screenings for all participants by...
  - Requiring every individual to complete health screenings before every meeting.
- Our unit will enforce the stay-at-home protocols by...
  - Refusing entry to anyone that does not pass the health screening.
- Our unit will enforce that participants need to bring their own beverages as water fountain use and shared beverage dispensers will not be allowed.
- If parents have a concern with the unit plan or any activity, please contact the Unit Committee Chair, Charter Organization Representative, Unit Commissioner, or your District Executive.

